Taking a Quiz
Quick Start

Desire2Learn
Innovative Learning Technology

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz.

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Accessing the Quizzes tool

To access the Quizzes tool, click the **Quizzes** link on the course navigation bar.

Taking a quiz

From the main Quiz List:

1   Click the name of the quiz you want to take.

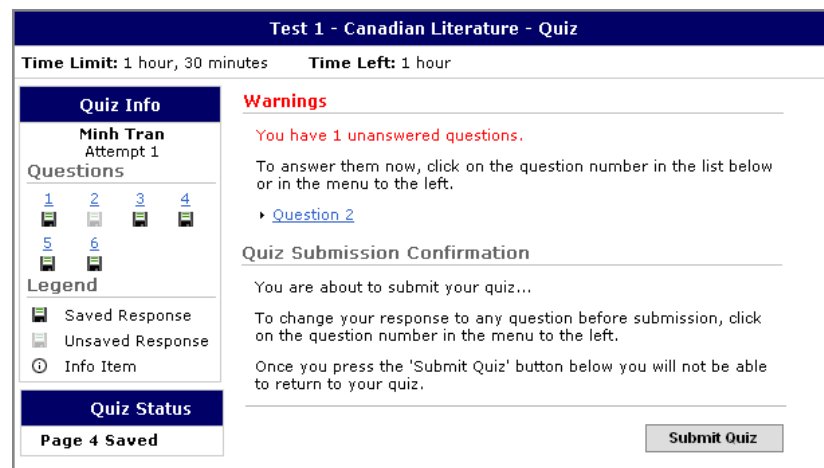2   Read the instructions and details for the quiz, and click the **Start Quiz** link.

3   Answer the quiz questions by selecting an answer from the list of options or by filling in the appropriate text field.

Note Make a habit of clicking the **Save All Responses** button regularly if there are a lot of questions on a single page or you are working on a time-consuming question.

4   Click the ➡ **Next Page** or ⬅ **Previous Page** icon to navigate between pages.

5   Click the **Go to Submit Quiz** button when you are ready to submit.

Note If you try to submit a quiz with unanswered questions, you see a warning at the top of the Submit Quiz page. Click the links below the warning to return to the unanswered questions.

6   When you finished revising questions, click Submit Quiz.

Time restricted quizzes

If your quiz has a time-limit you may be prompted or forced to submit your quiz. If the quiz is set to auto-submit at the end of the designated time period, only saved questions are submitted. Make sure you save regularly near the end of the quiz period and try to finish and submit the quiz before the time expires.
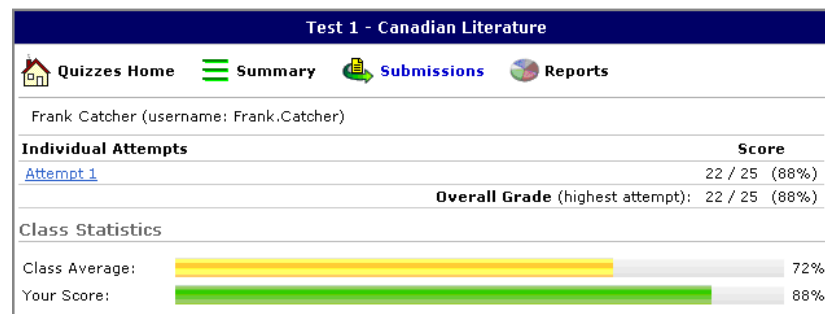
Looking over questions

It is a good idea to review your quiz, or difficult questions in the quiz, before you submit it. You can review questions using the ⬅ **Previous page** icon or by clicking the question number in the **Quiz**

Info widget. When you are done reviewing your answers, click the
Go to Submit Quiz button.

Viewing your submission information and graded quizzes

To access information about your submissions and to see your quiz
score:

From the main Quiz List, click the [?] **Submissions** icon beside the
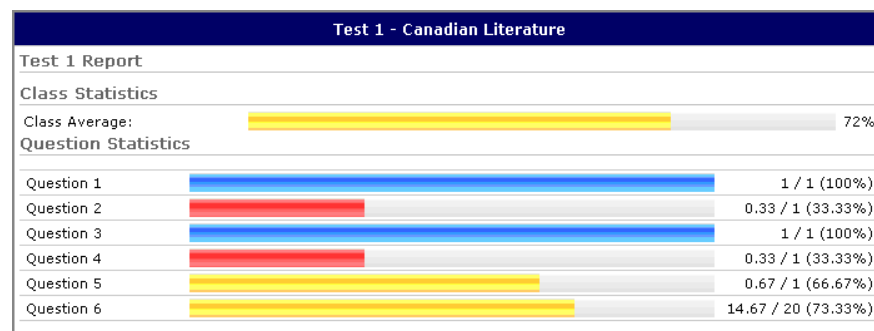quiz you want to view.

Note Grades and statistical information are not available until they
are released.

Viewing reports

Reports about your class's performance on a quiz may be available.
To check if reports are available:

1   From the main Quiz List page, click the 📊 **Reports** icon
      beside the quiz you want to view a report for.

2   Click the title link of the report you want to view.
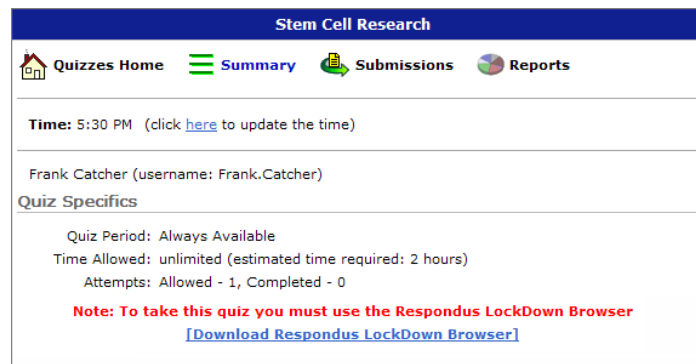
3   Click **Generate Report**.

4   Click **Print Report** to print a copy of it.

Taking a quiz with Respondus Lockdown Browser

Your course leader may set up a quiz that requires the Respondus LockDown Browser. The LockDown Browser is a web browser that can only be used in the Learning Environment. It restricts you from navigating to external websites, opening other applications, and taking screenshots while writing quizzes to prevent cheating.

If a quiz requires you to use the LockDown Browser, you will see the following warning message on the Start Quiz page: "To take this quiz you must use the Respondus LockDown Browser". Below the message there will be a **Download Respondus LockDown Browser** link. The link takes you to the Respondus website where there are instructions for downloading a free version of the browser.

Start Quiz page with Download Respondus LockDown Browser link

To download the LockDown Browser

1   Click the **Download Respondus LockDown Browser** link at the start of a quiz that requires it.

2   Follow the instructions provided on the Respondus site to install the browser.

Important You must download Respondus LockDown Browser using the link provided; you cannot download it from another source.

To take a quiz with the LockDown Browser

1   Open the browser by clicking the ⌂ **LockDown Browser** icon on your desktop or selecting the application from your program files.

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Note You may be asked to close certain programs, such as MSN, that cannot run at the same time as the browser.

Note When using the browser you are not able to switch to other programs or websites.

2   Enter your **Username** and **Password** on the Login page for your organization (this should display by default).

3   Navigate to the quiz you want to take.

4   If you are using the LockDown Browser, you should be able to start the quiz.

Note You will not be able to leave the quiz without submitting it.

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